MWI 1280.5 REVISION K

EFFECTIVE DATE: January 10, 2014 EXPIRATION DATE: January 10, 2014

# MARSHALL WORK INSTRUCTION

**QD01** 

# MSFC ALERT PROCESSING

#### **COMPLIANCE IS MANDATORY**

Marshall Work Instruction			
QD01			
MSFC ALERT Processing MWI 1280.5 Revision: K			
	<b>Date: January 10, 2014</b>	Page 2 of 53	

## DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Change/ Canceled)	Document Revision/ Change	Effective Date	Description
Baseline		5/14/99	Document converted from MSFC-P14.2-C01 to a Directive. Previous history retained in system as part of canceled or superseded ISO Document files.
Revision	A	8/20/99	Document changed to match revised MSFC organization and to eliminate MMI 5310.2.
Revision	В	4/8/02	Revised to eliminate reference to specific S&MA organization codes and to match web-based response techniques.
Revision	С	8/16/02	Reduce launch-imminent mode processing from 2 weeks prior to FRR to 2 days before a launch, apply launch-imminent processing for only hardware directly involved in the imminent mission, give the S&MA Shuttle Assurance Manager or his designee authority to evaluate the need for launch-imminent ALERT release, clarify that most distributions are not by groups, and change Open ALERT Summary report from monthly to quarterly (per ISO surveillance audit finding).
Revision	D	1/24/03	Change Footer URL; Change name of records retention document; Revise applicability.
Revision	Е	11/21/2003	Add 7-day announcement, delinquent announcement, and 30-day extension features.
Revision	F	10/15/2004	Revised to bring document in compliance with the HQ Rules Review Action (CAITS: 04-DA01-0387). Changes were also made to reflect S&MA organizational name changes (i.e., QS to QD).
Revision	G	6/27/2007	Changed Retention Table reference from 8/5 <n1-255-94-3> to 8/107 <n1-255-04-3> in keeping with updates to NPR 1441.1. Corrected URL reference in Appendix A. Reflects minor editorial changes.</n1-255-04-3></n1-255-94-3>
Revision	Н	2/3/2009	Revised 2. Applicability statement to address the applicability of this directive to the Michoud Assembly Facility; Incorporated DCB review comments corrections; Split paragraphs with multiple "shall" statement; Deleted Section 2.3 as redundant; Changed traceability comments to match MPR 8040.2; Deleted non-used documents from Applicable Documents; Translated some acronyms; Incorporated various non-technical formatting and wording changes; Added definitions for certain job titles/tasks; Updated ALERT data system URL; Updated Appendix D for updated form and data field descriptions Added MPR 1440.2 as an Applicable Document and referenced it in Section 9.
Revision	I	6/28/2010	Added more detail to processing steps, especially those related to MSFC ALERT Coordination activities in Sections 6 and 11; Specifically, expanded Section 6.2; split previous Section 6.3 Receiving and Distributing ALERTs; Expanded contents Section 6.3 Receipt, Prescreening and Response Time Determination and Section 6.4 ALERT Distribution; Incremented previous section numbers for previous sections 6.4 through 6.6; to sections 6.5 through 6.7; Adjusted flow diagrams in sections 11.4 through 11.6 accordingly. Added Engineering Independent Technical Authority (ITA) and Project Office to launch-imminent ALERT disposition process for impacted ALERTs; Also reflects minor editorial and non-technical format changes; In Section 3, changed section title; Revised title of referenced document NPD 1280.1; Added Applicable Document MPR 3410.1; Added Applicable Document STS/RM-ALERT and removed Appendix A. In Section 5, Revised 5.1 definition, added acronyms for the specific types of documents; merged 5.8 definition into a single statement with "must" statement removed; Changed 5.9 MSFC ALERT Originator to be Finding Organization

Marshall Work Instruction			
QD01			
MSFC ALERT Processing MWI 1280.5 Revision: K			
	<b>Date: January 10, 2014</b>	Page 3 of 53	

Status (Baseline/ Revision/ Change/ Canceled)	Document Revision/ Change	Effective Date	Description
			Technical Representative and consistently used that term throughout the document; Changed 5.11 from Coordinator to Actionee and consistently used that term throughout the document. In Section 6, Added URL reference in 6.1.1; generalized from just "flight project hardware" in 6.1.4; added "calendar days" or "work days" throughout document; in 6.2 changed "Legal" to "Office of Chief Counsel" and similar throughout document; Added reference to NPR 8735.1 and GIDEP SO300-BT-PRO-010 as sources for criteria of various types of ALERT-type document; Eliminated more than 4-level deep number in keeping with MWI 1410.1 both here and throughout document; In 6.3.2, revised from "aerospace applicability" to "MSFC applicability"; In 6.3.4.1 and throughout, revised from "significant" to "related" milestones; Throughout 6.3.4, added "safety" in addition to "mission success"; In 6.3.4.3, replaced "Engineering ITA" with "Chief Engineer"; In 6.4.5.1, eliminated use of "will" statement; In 6.4.6 and throughout document, replaced "point(s) of contact" with "Actionee(s)"; In 6.5.2, replaced "launch" with "mission use"; Added 6.7.1.2; In 6.7.2.2, added "of each year" to the "November 1" statement; Added 6.7.3; Added new daily informational and status report "from Flight Readiness Review" thru actual event distributed to parties involved for general awareness. In Section 9, added subsection numbers; Added that ALERT training records to be maintained in general employee training records as described in MPR 3410.1. In Section 11, added lead-in sentence introducing flow diagrams to follow; Made flow diagrams match changes to Section 6 write-ups; Corrected a few mistaken or missing process flow arrows. Re-sequenced remaining Appendices labels. Corrected various other non-technical grammatical, spelling, formatting, and typographical errors.
Revision	J	6/8/2011	Revised in response to NASA Headquarters REDAA flow down 07/08/2010 gap analysis between this document and NPR 8735.1B; mandatory closed-loop processing for flight and safety-critical systems added to 2.3; MPD 2190.1 export control document added to Applicable documents (3.8); Past ALERT-type documents review added for new reviewing organization as 6.1.3.2 and subs; MSFC NASA Advisory Form added as Appendix A.2 and referenced in 6.2.1.3 Note; Review of draft MSFC-initiated ALERT-type document by Export Control Representative added to 6.2.2.3 and as new 6.2.2.2 and sub; Referenced source documents for GIDEP and NASA Advisory during submittal process in 6.2.3.2; Added new 6.2.3.2.a to include providing copy of MSFC-initiated NA to Deputy Assistant Inspector General in NASA HQ Office of Inspector General; Updated flowchart diagrams in 11.1 and 11.2 to include changes described above. Added new Appendix B, "Acronyms and Abbreviations." Removed all "shall" statements from the Appendices, except for those directly quoted from an external document. Added reference to sample acceptable Parts List formats in 6.1.3.2 and in the 4. References. Provided typical restrictions and their source in 6.3.1.1. Added the Applicable to MAF statement at new 2.2. Alphabetized terms in Section 5 Definitions and added the definition for Safety Critical Item. Removed restriction of not requesting extension to within 7 days of due date in 6.5.3.a. Updated GIDEP form to September 2009 version. Moved 5. References content to Appendix E in compliance with MWI 1410.1. Corrected various non-technical grammatical, spelling, formatting, and typographical errors.
Revision	K	1/10/2014	Updated to address recent changes to the MSFC environment, including revised MWI format, other document changes (titles and contents), and Revision C in parent document NPR 8735.1. Changes include: In 1.1

Marshall Work Instruction			
QD01			
MSFC ALERT Processing MWI 1280.5 Revision: K			
	<b>Date: January 10, 2014</b>	Page 4 of 53	

Status (Baseline/ Revision/ Change/ Canceled)	Document Revision/ Change	Effective Date	Description
			replaced reference from MPD 1280.1 to MPR 1280.10; In 1.2 removed
			reference to NSTS 5300.4(1D-2); In 2. NOTE, deleted "for Flight Systems" in Figure 1 title; In 4. deleted MPD 1280.1 (4.7) and NSTS
			5300.4(1D-2) (4.13) and replaced them with MPR 1280.10, respectively;
			Replaced un-numbered MSFC NASA Advisory Form with new MF4627
			in 4.17 and Appendix E.2; In A.10, added mention of Associate MSFC
			ALERT Coordinator; in A.15, modified definition to add "facility", "loss
			of mission", and "safety-critical"; Added new Section 5.8 and subs and
			new App J.8 (flowchart) to address termination/transfer of closed-loop ALERT processing for a specific program or project; Updated
			Cancellation Revision, Date, and Center Director; In 5.7.4, added specific
			reference to supporting DMSMS; In Appendix E.2, added new data fields
			for Date Issued, Manufacturer Address, Part Serial Number, and MSFC
			Advisory Coordinator e-mail address; In Appendix B, deleted NSTS and
			added DMSMS.

Marshall Work Instruction			
QD01			
MSFC ALERT Processing MWI 1280.5 Revision: K			
Date: January 10, 2014			

#### 1. PURPOSE

- 1.1 To provide instructions for processing Acute Launch Emergency Restraint Tip (ALERT) and ALERT-type notification for government hardware described in MPR 1280.10.
- 1.2 The MSFC system for processing ALERTs and ALERT-type notifications is designed to: (1) prevent occurrence on MSFC-controlled products of non-conformances documented in the Government-Industry Data Exchange Program (GIDEP), NASA ALERT processing systems, or similar notification systems; (2) provide the impact of identifying and correcting ALERT and ALERT-type product problems on MSFC-controlled products when requested; (3) prevent occurrence on other government products of product supplier problem issues which are found on MSFC government products; and (4) satisfy requirements of NPD 8720.1, NPD 8730.2, NPR 8735.1, and NPD 1280.1.

#### 2. APPLICABILITY

- 2.1 This MWI applies to Center personnel, programs, projects, and activities, including contractors and resident agencies to the extent specified in their respective contracts or agreements. ("Contractors," for purposes of this paragraph, include contractors, grantees, Cooperative Agreement recipients, Space Act Agreement partners, or other agreement parties.)
- 2.2 This MWI applies to the Michoud Assembly Facility.
- 2.3 This MWI applies the following: all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms: "may" or "can" denote discretionary privilege or permission; "should" denotes a good practice and is recommended, but not required; "will" denotes expected outcome; and "are/is" denotes descriptive material.
- 2.4 This MWI applies the following: all document citations are assumed to be the latest version unless otherwise noted.
- 2.5 This MWI applies to all MSFC organizations and programs which use, develop, or provide products for the Government or Government entities when the product requires identification and traceability per MPR 8040.2. This includes flight hardware, ground support equipment, test equipment, and other products as defined by the design control process owner and program/project manager/customer/user.

NOTE: For flight projects and systems that contain safety critical items, closed-loop processing reporting response is defined in NPR 8735.1, Figure 1 "Decision Points for Discontinuing Closed-Loop GIDEP Reporting."

Marshall Work Instruction				
QD01				
MSFC ALERT Processing MWI 1280.5 Revision: K				
Date: January 10, 2014				

#### 3. AUTHORITY

- 3.1 NPR 8735.1, "Procedures for Exchanging Parts, Materials, Software, and Safety Problem Data Utilizing the Government-Industry Data Exchange Program (GIDEP) and NASA Advisories"
- 3.2 MPR 1280.10, "Marshall Quality Management System"

#### 4. APPLICABLE DOCUMENTS AND FORMS

- 4.1 NPD 1280.1, "NASA Integrated Management System Policy"
- 4.2 NPD 2110.1, "Foreign Access to NASA Technology Transfer Materials"
- 4.3 NPD 8720.1, "NASA Reliability and Maintainability (R&M) Program Policy"
- 4.4 NPD 8730.2, "NASA Parts Policy"
- 4.5 NPR 1441.1, "NASA Records Retention Schedules"
- 4.6 MPD 2190.1, "MSFC Export Control Program"
- 4.7 MPR 1440.2, "MSFC Records Management Program"
- 4.8 MPR 3410.1, "Training"
- 4.9 MPR 8040.2, "Product Identification and Traceability"
- 4.10 MPR 8730.3, "Control of Nonconforming Product"
- 4.11 SO300-BT-PRO-010, "GIDEP Operations Manual"
- 4.12 STD/RM-ALERT, "Standard (STD)-Reliability and Maintainability (RM) Data Requirement Description (DRD) STD/RM-ALERT, MSFC ALERT System Documentation"
- 4.13 MSFC Form 420, "Input Form for Engineering Parts List"
- 4.14 MSFC Form 4627, "MSFC NASA Advisory Form" (Reference Appendix E.2)
- 4.15 Government-Industry Data Exchange Program (GIDEP) Form 97-1, "GIDEP ALERT" (Reference Appendix E.1)

Marshall Work Instruction			
QD01			
MSFC ALERT Processing MWI 1280.5 Revision: K			
Date: January 10, 2014 Page 7 of 53			

#### 5. INSTRUCTIONS

The following instructions shall be followed when processing ALERTs and ALERT-type notifications:

<u>Actionee</u>	<b>Section</b>	Perform all actions
MSFC Organization Lead	5.1	Including ALERT Processing in Organization Plans/ Contract Requirements.
MSFC Organization Lead	5.1.1	Assure that ALERT processing is specified in the Project Plan, the Reliability Plan, a task agreement, operating instructions, or the contract, modeling their requirements after the sample requirements statement referenced in Standard (STD) Reliability and Maintainability (RM) Data Requirement Description (DRD) STD/RM-ALERT, MSFC ALERT System Documentation, at URL: <a href="https://masterlist.msfc.nasa.gov/drm/drd_masterlist.taf">https://masterlist.msfc.nasa.gov/drm/drd_masterlist.taf</a> .
MSFC Organization Lead	5.1.2	Appoint organization ALERT Actionees to serve as prime points of contact for ALERT notification, tracking, review, and response.
MSFC Organization Lead	5.1.2.1	Inform the MSFC ALERT Coordinator of these appointments and any subsequent changes to them.
MSFC ALERT Coordinator	5.1.3	Add organization ALERT Actionees to distribution for ALERTs.
MSFC ALERT Coordinator	5.1.3.1	Provide training materials and/or instruction in ALERT processing to all new organization ALERT Actionees.
MSFC ALERT Coordinator	5.1.3.2	If a parts list (with at least as much detail as described in MSFC Form 420, Input Form for Engineering Parts List; DRD STD/DE-ABPL, As-Built EEE Parts List; or STD/DE-ADPL, As-Designed EEE Parts List) is available for the new recipient organization, perform data comparison queries of the parts list from the newly-added organization against historic ALERT-type data — to the GIDEP Operations Center for the Ops Center to compare against historical GIDEP failure experience data (FED) and to NASA data system(s) for historic NASA Advisories (NAs).

DIRECTIVE IS UNCONTROLLED WHEN PRINTED Verify current version before use at https://dml.msfc.nasa.gov/directives

For each impacted ALERT-type document found to impact

a.

Marshall Work Instruction			
QD01			
MSFC ALERT Processing MWI 1280.5 Revision: K			
Date: January 10, 2014			

<u>Actionee</u>	Section	Perform all actions
		a component on the newly-added organization's parts list:
MSFC ALERT Coordinator	(1)	Initiate a new open case of the existing ALERT-type document in the MSFC ALERT Data System against the newly-added organization.
Organization ALERT Actionees	(2)	Process each of the impacted ALERT-type documents as described below in Sections 5.5 and subsections.
The Involved S&MA Representative	5.1.4	If ALERT processing is required per NPR 8735.1 and/or Project Manager direction, assure that adequate parts traceability is specified in keeping with the requirements of MPR 8040.2.
MSFC ALERT Coordinator, Finding Organization, Office of Chief Counsel, Export Control	5.2	According to the "GIDEP Operations Manual," generation of an ALERT is the obligation of the organization that initially discovers product nonconformance. Therefore, within 60 calendar days of identification of a potential ALERT, work together to determine ALERT reportability and, if warranted, submit the ALERT-type notification using the following steps:
Finding Organization Technical Representative	5.2.1	Initiate contact with the MSFC ALERT Coordinator to develop an appropriate ALERT-type draft document, if justified, by performing the following steps:
Finding Organization Technical Representative	5.2.1.1	Inform the MSFC ALERT Coordinator of the issue, providing a description of the potential ALERT.
MSFC ALERT Coordinator	5.2.1.2	Determine whether or not an ALERT-type document is justified, based on criteria specified in NASA's NPR 8735.1 and/or GIDEP's SO300-BT-PRO-010.
MSFC ALERT Coordinator	a.	If it is determined that no ALERT is required, no further actions are required.
MSFC ALERT Coordinator	5.2.1.3	If an ALERT is needed, provide the best NASA or GIDEP form associated with that type issue [based on such factors as potential extent of the issue (i.e., within MSFC only, within NASA, or throughout multiple industries), the risk associated with the issue (i.e., severity and likelihood), and any confidentiality concerns] to the Finder Organization

Marshall Work Instruction		
QD01		
MSFC ALERT Processing	MWI 1280.5	Revision: K
	<b>Date: January 10, 2014</b>	Page 9 of 53

Actionee	Section	Perform all actions
		Technical Representative.
		NOTE: Typical sets of information, specifically the GIDEP ALERT Form and the MSFC NASA Advisory Form, are provided in Appendix E.
Finder Organization Technical Representative	5.2.1.4	Provide the information requested on the form to the best of their ability to the MSFC ALERT Coordinator, explaining the issue with factual data.
MSFC ALERT Coordinator	5.2.1.5	Review the draft ALERT for completeness, factual statements, consistency, and clarity.
MSFC ALERT Coordinator and Finding Organization Technical Personnel	5.2.1.6	Obtain consensus with the Finding Organization Technical Personnel for any changes recommended to the draft document.
MSFC ALERT Coordinator	5.2.2	If a manufacturer/vendor/supplier is mentioned in the draft ALERT and could be interpreted to be at fault:
MSFC ALERT Coordinator	5.2.2.1	Provide a copy of the draft ALERT to MSFC Office of Chief Counsel for its review and approval prior to its release.
MSFC Office of Chief Counsel	a	Review the draft ALERT from a legal liability perspective, providing any concerns or comments to the MSFC ALERT Coordinator.
MSFC ALERT Coordinator	5.2.2.2	Provide a copy of the draft ALERT to the organization's Center Export Representative for review and approval prior to its release.
Center Export Representative	a.	Review the draft ALERT from an MSFC Export Control Program perspective in keeping with MPD 2190.1, providing any concerns or comments to the MSFC ALERT Coordinator.
MSFC ALERT Coordinator and Finding Organization Technical Personnel	5.2.2.3	Obtain consensus with the Finding Organization Technical Personnel for any changes to the draft document directed by the MSFC Office of Chief Counsel and/or the organization's Center Export Representative.
MSFC ALERT	5.2.2.4	Send the completed draft ALERT form to the product

Marshall Work Instruction		
QD01		
MSFC ALERT Processing	MWI 1280.5	Revision: K
	<b>Date: January 10, 2014</b>	Page 10 of 53

<u>Actionee</u>	Section	Perform all actions
Coordinator		manufacturer/vendor/ supplier, providing them an opportunity to respond within 15 working-days, unless the issue is considered a Safe ALERT (SA) needing immediate release.
MSFC ALERT Coordinator	a.	If the draft ALERT is an SA, inform the product manufacturer/vendor/supplier without delaying submittal to the appropriate data system for the 15 work-day response period (i.e., immediately proceeds to Section 5.2.3).
MSFC ALERT Coordinator and Finding Organization Technical Personnel	5.2.2.5	If the manufacturer/vendor/supplier requests changes to the draft ALERT, obtain consensus with the Finding Organization Technical Personnel and, if needed, from MSFC Office of Chief Counsel, for any changes to the draft document resulting from review by the product manufacturer/ vendor/supplier.
MSFC ALERT Coordinator	5.2.3	Once the document has been thoroughly vetted and a document acceptable to the involved MSFC parties has been generated:
MSFC ALERT Coordinator	5.2.3.1	Sign and date the official form.
MSFC ALERT Coordinator	5.2.3.2	Officially submit the signed document along with any manufacturer/vendor/supplier official response for inclusion in the data system associated with that type of document (i.e., NASA Advisory System for an NA per NPR 8735.1, or GIDEP for an SA, AL, PA, or AAN per SO300-BT-PRO-010).
MSFC ALERT Coordinator	a.	If the document is an NA, provide a copy of it to the Deputy Assistant Inspector General in the NASA Headquarters Office of Inspector General.
MSFC ALERT Coordinator	5.3	Receipt, Prescreening, and Response Time Determination for ALERTs.
MSFC ALERT Coordinator	5.3.1	Receive or obtain ALERTs and ALERT-type notifications from GIDEP, other NASA Centers, and within MSFC, usually by electronic mail or data system query and download.

Marshall Work Instruction		
QD01		
MSFC ALERT Processing	MWI 1280.5	Revision: K
	<b>Date: January 10, 2014</b>	Page 11 of 53

Actionee	Section	Perform all actions
MSFC ALERT Coordinator	5.3.1.1	If distribution restrictions/limitations are specified by the originator or distributor regarding the received document, strictly abide by those restrictions, as for timing (release and/or response), mode of distribution, and/or document recipients distribution, unless specifically relaxed for Marshall processing by the document originator or the Office of Inspector General.
MSFC ALERT Coordinator	5.3.2	Screen the information for potential MSFC applicability.
MSFC ALERT Coordinator	5.3.2.1	If the information is not potentially applicable, terminate further processing of the document in question (i.e., it is screened out from distribution).
MSFC ALERT Coordinator	5.3.3	If information is potentially applicable:
MSFC ALERT Coordinator	5.3.3.1	Review the information to determine if it is in an acceptable format, sufficiently specific, understandable, cleared for release by the originator, and consistent enough to be acted upon.
MSFC ALERT Coordinator	a.	If the information is <i>not</i> actionable, attempt to enhance the information to remedy the deficiencies involved.
MSFC ALERT Coordinator	(1)	If the information is not enhanced sufficiently to be actionable within one week, terminate further processing of the document in question (i.e., it is screened out from distribution).
MSFC ALERT Coordinator	(2)	If the information is enhanced sufficiently to be actionable within one week, continue processing to Section 5.3.3.2.
MSFC ALERT Coordinator	5.3.3.2	Determine if this is new or updated information by comparing the information against historic MSFC ALERT data, as follows:
MSFC ALERT Coordinator	a.	If this is new information, assign a new MSFC ALERT number to the item for eventual release as a FULL ALERT.
MSFC ALERT Coordinator	b.	If there is significant new information in a revised report, assign the next revision letter to the related historic MSFC

Marshall Work Instruction		
QD01		
MSFC ALERT Processing	MWI 1280.5	Revision: K
	Date: January 10, 2014	Page 12 of 53

Actionee	Section	Perform all actions
		ALERT number to the item for eventual release as a FULL ALERT.
MSFC ALERT Coordinator	c.	If there is no significant new information in a revised report, assign the next revision letter to the related historic MSFC ALERT number to the item for eventual release as an INFORMATION ONLY ALERT.
MSFC ALERT Coordinator	5.3.3.3	Enter the ALERT information into the paper receipt log.
MSFC ALERT Coordinator	5.3.4	To determine when to release the ALERT and specify the timeframe for required disposition:
MSFC ALERT Coordinator	5.3.4.1	If there is no potential related milestone event for the involved organization within the next 30 calendar days, schedule immediate release with a 30 calendar-day disposition requirement.
MSFC ALERT Coordinator	5.3.4.2	If there is a potential related milestone event for the involved organization within the next 30 calendar days but the event is at least 2 work days away, schedule immediate release with disposition required prior to the event.
MSFC ALERT Coordinator	5.3.4.3	If there is a potential related milestone event for the involved organization within the next 2 work-days, evaluate release of the ALERT according to the launchimminent mode review process, as follows:
MSFC ALERT Coordinator and Program STA	a.	Evaluate the report for its potential to impact safety or mission success-based on the severity of report type and/or known applications of the component.
MSFC ALERT Coordinator	b.	If the MSFC ALERT Coordinator and the involved Program STA concur that the item does not impact safety or mission success, hold release of the ALERT until after either the milestone event occurs or, if the event is delayed, until the milestone event is scheduled for a delay of more than 2 work days.
MSFC ALERT Coordinator	c.	If the MSFC ALERT Coordinator and the involved Program STA determine that the item is likely to impact safety or mission success, schedule immediate release as an OPEN FULL ALERT with disposition required prior to

Marshall Work Instruction		
QD01		
MSFC ALERT Processing	MWI 1280.5	Revision: K
	Date: January 10, 2014	Page 13 of 53

<u>Actionee</u>	Section	Perform all actions
		the milestone event.
MSFC ALERT Coordinator	5. 4	<u>ALERT Distribution Process</u> . Based on the evaluations from Section 5.3 and subsections above:
MSFC ALERT Coordinator	5.4.1	Download the image file of the ALERT into a designated local server.
MSFC ALERT Coordinator	5.4.2	Enter MSFC ALERT database field values from the report, including a link to the image file, into the MSFC ALERT Data System.
MSFC ALERT Coordinator	5.4.3	Set the number of days for disposition response for each involved MSFC ALERT organization as determined from Section 5.3 and subsections into the MSFC ALERT Data System.
MSFC ALERT Coordinator	5.4.4	Save the entered information into the MSFC ALERT Data System as a new record pending release.
MSFC ALERT Coordinator	5.4.5	Review the saved data for accuracy and completeness.
MSFC ALERT Coordinator	5.4.5.1	If the MSFC ALERT Coordinator finds a discrepancy between the source document and the data entry, correct the entry in the MSFC ALERT Data System record.
MSFC ALERT Coordinator	5.4.5.2	If the MSFC ALERT Coordinator identifies a problem with the source information, obtain correct, actionable data (as described in Section 5.3.3 above), revising the data in the MSFC ALERT Data System record accordingly.
MSFC ALERT Coordinator	5.4.6	Issue the pending MSFC ALERT to the MSFC ALERT organization ALERT Actionee through the MSFC ALERT Data System, as follows:
MSFC ALERT Coordinator	5.4.6.1	Indicate to the database the organizations that are to receive the ALERT as CLOSED (FOR INFORMATION ONLY) and those that are to receive it as an OPEN FULL ALERT as determined during Section 5.3 processing.
MSFC ALERT Coordinator	a.	For those MSFC ALERT organizations receiving OPEN FULL ALERTs, indicate the specified response disposition

Marshall Work Instruction		
QD01		
MSFC ALERT Processing	MWI 1280.5	Revision: K
	<b>Date: January 10, 2014</b>	Page 14 of 53

Actionee	Section	Perform all actions
		date as determined during Section 5.3 processing.
MSFC ALERT Coordinator	5.4.6.2	Submit the MSFC ALERT record for distribution to the MSFC ALERT organization ALERT Actionees.
	5.4.7	The MSFC ALERT Data System creates data records for each receiving organization and sends e-mail notifications to all active MSFC organization ALERT Actionees that the new ALERT has been created.
MSFC ALERT Coordinator	5.4.8	If an active MSFC ALERT organization's ALERT Actionee does not have direct access to the MSFC ALERT Data System, e-mail a copy of the ALERT image file and a blank response form comparable to the MSFC ALERT Data System data entry screen (as shown in Appendix G) for them to use in evaluating the ALERT.
		NOTE: Each historical MSFC-issued ALERT since 1997 and each new MSFC-issued ALERT are made available to each MSFC ALERT organization's ALERT Actionee through the MSFC ALERT Data System available at URL: <a href="https://safety.msfc.nasa.gov/apps/tps/tps_main.asp">https://safety.msfc.nasa.gov/apps/tps/tps_main.asp</a> Organization responses are also entered through the database.
Organization ALERT Actionee	5.5	Evaluating and Responding to ALERTs. When an MSFC ALERT distribution is received by an Organization ALERT Actionee, the actionee shall:
Organization ALERT Actionee	5.5.1	Perform ALERT evaluation by comparing each hardware ALERT item against hardware used within or stocked by the organization.
Organization ALERT Actionee	5.5.1.1	For each ALERT for which the hardware is NOT used or stocked by the organization, submit a NO IMPACT indication into the MSFC ALERT data response data record. (See Appendix G.)
Organization ALERT Actionee	5.5.1.2	If a part identified in an ALERT involves organization hardware:
Organization ALERT Actionee	a.	Record an IMPACT in the MSFC ALERT Response data record, along with the first half of an ALERT Impact

Marshall Work Instruction		
	QD01	
MSFC ALERT Processing	MWI 1280.5	Revision: K
	<b>Date: January 10, 2014</b>	Page 15 of 53

Actionee	Section	Perform all actions
		Response page (Appendix G) to include an assessment of the significance of the issue for that organization's sphere of responsibility.
Organization ALERT Actionee	b.	Coordinate development of an appropriate response to the potential discrepant condition including, but not limited to, generation of non-conformance correction documentation. (See MPR 8730.3.)
Organization ALERT Actionee	5.5.2	Within the required initial response time (30 calendar days or prior to mission use), submit the initial impact information through data record update to the MSFC ALERT Coordinator.
Organization ALERT Actionee	5.5.3	Initiate a one-time 30 calendar-day response extension by selecting the option from the electronic system menu, specifying the ALERT involved, and entering justification for the extension if:
	a.	The response is not more than 30 calendar days after becoming delinquent.
	b.	The hardware is not applicable to a mission/use occurring within 30 calendar days of the Response Due Date.
	c.	There is a legitimate justification for needing a 30 calendar-day extension.
		NOTE: This causes the due date to be extended to 30 calendar days beyond the original Response Due Date.
Organization ALERT Actionee	5.5.4	If an impact was identified, submit a completed ALERT Impact Response field information into the MSFC ALERT data system record within 30 calendar days or prior to launch/milestone event as stated in the initial notification, including a description of any counter-measure implemented to address the problem.
	5.5.4.1	If an impacted ALERT is evaluated within 2 work days prior to a scheduled launch/milestone event, in addition to normal processing described above:
Organization ALERT	a.	Obtain approval of the disposition and use/flight rationale

Marshall Work Instruction		
QD01		
MSFC ALERT Processing	MWI 1280.5	Revision: K
	<b>Date: January 10, 2014</b>	Page 16 of 53

Actionee	Section	Perform all actions
Actionee (CSO, Chief Engineer, and Project Manager)		from the involved Chief Safety Officer (CSO), Chief Engineer, and Project Manager.
Involved Project Manager	(1)	Be responsible for reporting what he evaluates as significant ALERT impacts to the Program Requirements Control Board (PRCB) or Mission Management Team (MMT) in support of launch, flight, or use decisions.
Organization ALERT Actionee(s) or MSFC ALERT Coordinator	b.	If timing does not permit for entry into the data system, ALERT disposition entry into the database may be delayed until after the launch/milestone event or the MSFC ALERT Coordinator may input the Organization ALERT Actionee-provided ALERT Impact Response for the organization either before or after the launch/milestone event.
Organization ALERT Actionee	5.5.4.2	For international partners:
Organization ALERT Actionee	a.	Provide summary information only (as shown in Appendix F: MSFC ALERT Problem Summary Chart) to the international partner (per GIDEP regulations and NPD 2110.1).
Organization ALERT Actionee	b.	Coordinate potential impact evaluations with information provided by the international partner.
MSFC ALERT Coordinator	5.6	Tracking/Evaluating ALERT Responses.
		NOTE: All distributed ALERTs except those distributed "FOR INFORMATION ONLY" are considered open against each organization receiving the ALERT until either a NO IMPACT or an IMPACT but acceptable countermeasure is submitted by the Organization ALERT Actionee through the MSFC ALERT Notification, Tracking, and Response Data System.
MSFC ALERT Coordinator	5.6.1	Record the name of each organization receiving each ALERT.
Organization ALERT Actionees	5.6.2	If there is no impact to the organization receiving an ALERT:

Marshall Work Instruction		
QD01		
MSFC ALERT Processing	MWI 1280.5 Revision: K	
	Date: January 10, 2014	Page 17 of 53

Actionee	Section	Perform all actions
Organization ALERT Evaluator	5.6.2.1	Submit a NO IMPACT evaluation.
Organization ALERT Reviewer	5.6.2.2	Approve that evaluation before the ALERT is closed in the data tracking system for that responding organization.
Organization ALERT Evaluator	5.6.3	If an IMPACT is identified, enter that information into the data system.
Organization ALERT Reviewer and Impact Reviewer	5.6.3.1	When the completed impacted ALERT evaluation response and counter-measure information is entered review the information to determine whether or not a sufficient counter-measure has been identified.
Organization ALERT Reviewer and Impact Reviewer	a.	If an acceptable counter-measure is specified, enter their concurrence into the data tracking system. This results in the ALERT being considered closed for the organization.
Organization ALERT Actionee (s)	b.	If the counter-measure is not satisfactory based on evaluation by the Reviewer and/or Impact Reviewer:
Organization ALERT Reviewer and/or Impact Reviewer	(1)	Record in the database inadequate areas.
Organization ALERT Reviewer and/or Impact Reviewer	(2)	Submit the closure rejection into the database. This causes the data system to forward the rejection notification to the Organization ALERT Evaluator for resolution or clarification.
Organization ALERT Reviewer and/or Impact Reviewer	(3)	If a mutually-acceptable resolution is not obtained through technical interface interaction, elevate the issue to the S&MA Director and the organization lead for resolution.
MSFC ALERT Coordinator	5.6.4	File and maintain hardcopies of each organization's response as specified in the Records portion of this document. (See Appendix D below.)
MSFC ALERT Coordinator	5.7	Generating Regular and Ad Hoc Reports.
MSFC ALERT Coordinator	5.7.1	Within 15 calendar days of the end of each quarter: Use the MSFC ALERT Notification, Tracking, and

Marshall Work Instruction		
QD01		
MSFC ALERT Processing	MWI 1280.5	Revision: K
	<b>Date: January 10, 2014</b>	Page 18 of 53

Actionee	Section	Perform all actions
		Response Database to generate an Open Delinquent ALERTs Tabulation Report, which lists the number of delinquent ALERTs open against the various MSFC organizations.
MSFC ALERT Coordinator	5.7.1.1	Circulate the information in this report to the various MSFC organizations.
Management of MSFC Organization(s) Having Delinquent Responses	5.7.1.2	Assist their respective organization ALERT Actionee(s) in expediting delinquent ALERT closure.
MSFC ALERT Coordinator	5.7.2	For the GIDEP Annual Utilization Report during each October: In accordance with GIDEP requirements as specified in the "GIDEP Operations Manual" (i.e., SO300-BT-PRO-010):
MSFC ALERT Coordinator	5.7.2.1	Generate a GIDEP Utilization Report
MSFC ALERT Coordinator	5.7.2.2	Itemize in this report the impacts and cost avoidances to MSFC resulting from the use of GIDEP resources.
MSFC ALERT Coordinator	5.7.2.3	Submit this report to the GIDEP Operations Center by November 1 of each year.
MSFC ALERT Coordinator	5.7.3	<b>In support of mission milestones</b> : The MSFC ALERT Coordinator shall:
MSFC ALERT Coordinator	5.7.3.1	Extract open ALERTs using the MSFC ALERT Notification, Tracking, and Response Data System.
MSFC ALERT Coordinator	5.7.3.2	Compare the open ALERTs and organizations against the mission manifest.
MSFC ALERT Coordinator	5.7.3.3	Provide an itemized list of all open ALERTs against organizations involved in the mission for the mission milestone review meeting.
MSFC ALERT Coordinator	5.7.4	For ad hoc data requests: Respond to ad hoc requests from various NASA organizations regarding ALERT processing information. This includes organizations such as Procurement Quality Assurance and the MSFC Electrical, Electronic, and Electromechanical (EEE) Parts

Marshall Work Instruction		
QD01		
MSFC ALERT Processing	MWI 1280.5	Revision: K
	<b>Date: January 10, 2014</b>	Page 19 of 53

<u>Actionee</u>	<b>Section</b>	Perform all actions
		Engineering Organization in reference to parts obsolescence and Diminishing Manufacturing Sources and Material Shortages (DMSMS) information.
MSFC ALERT Coordinator	5.7.5	For MSFC ALERT Requests for open ALERTS against an organization: Access the MSFC ALERT Notification, Tracking, and Response Data System, the MSFC ALERT Web page, stored electronic copies of data files, and/or the hardcopy files to provide requested open ALERT data forming an acceptable format.
MSFC ALERT Data System	5.7.6	When the current date is 7 calendar days before the Response Due Date or is the day after the Response Due Date and the ALERT is not CLOSED for an organization: Automatically initiates electronic notification to all three organization Actionees to inform them of the approaching or actual delinquent response.
MSFC ALERT Coordinator	5.7.7	At least quarterly, review use of the 30 calendar-day extension feature:
MSFC ALERT Coordinator	5.7.7.1	Generate a report from the electronic system that shows use of the 30 calendar-day extension feature and the rationale for each use.
MSFC ALERT Coordinator	5.7.7.2	Evaluate appropriate use of this feature in keeping with the requirements of Section 5.5.4 above.
MSFC ALERT Coordinator	5.7.7.3	Notify organizations inappropriately using the 30 calendar-day extension feature for them to correct.
MSFC ALERT Coordinator	5.7.8	At least once each working day from Flight Readiness Review (FRR) or similar major use or milestone event readiness review through execution of the event:
MSFC ALERT Coordinator	5.7.8.1	Compile a list of known potential and active ALERT-type notifications from the various feeder data sources.
MSFC ALERT Coordinator	5.7.8.2	Circulate the list (with supporting data as appropriate) to the involved organization ALERT Actionees for their awareness.

Marshall Work Instruction			
QD01			
MSFC ALERT Processing	MWI 1280.5 Revision: K		
	Date: January 10, 2014	Page 20 of 53	

Actionee	Section	Perform all actions
	5.8	Terminating a Project or Program from ALERT Processing.
Program/Project Manager or ALERT Organizational Actionee		Send an e-mail or hardcopy document along with appropriate rationale/justification to request that the MSFC ALERT Coordinator terminate ALERT processing for that Project/Program.
	5.8.1	If the termination is based on a WAIVER or DEVIATION to NPR 8735.1, then:
MSFC ALERT Coordinator	5.8.1.1	Review the approved DEVIATION or WAIVER form for compliance with NPR 8735.1 requirements.
MSFC ALERT Coordinator	5.8.1.2	If the DEVIATION/WAIVER has not been approved by the NASA Headquarters S&MA Chief, coordinate review and disposition of the WAIVER/DEVIATION between the Project/Program and the NASA Headquarters S&MA Chief.
MSFC ALERT Coordinator	a.	If the NASA Headquarters S&MA Chief approves the DEVIATION/WAIVER, proceed to terminate ALERT processing, as described in 5.8.5 (below).
MSFC ALERT Coordinator	b.	If the NASA Headquarters S&MA Chief rejects the DEVIATION/WAIVER, inform the requestor of the reason for the rejection.
	5.8.2	If the termination is based on an end-of-mission milestone:
MSFC ALERT Coordinator	5.8.2.1	Compare that milestone to Figure 1 of NPR 8735.1.
MSFC ALERT Coordinator	a.	If the milestone is a valid termination point for the type mission involved, proceed to terminate ALERT processing, as described in 5.8.5 (below).
MSFC ALERT Coordinator	b.	If the milestone is not a valid termination point for the type mission involved, inform the requestor of the reason for the rejection.
	5.8.3	If the termination is based on transfer of Program/Project responsibilities to another NASA Center or other U.S. Government entity:

Marshall Work Instruction		
QD01		
MSFC ALERT Processing	MWI 1280.5	Revision: K
	<b>Date: January 10, 2014</b>	Page 21 of 53

Actionee	Section	Perform all actions
MSFC ALERT Coordinator	5.8.3.1	Assemble ALERT information on the Project/Program (i.e., ALERT dispositions and any Open ALERTs) from the MSFC ALERT records.
MSFC ALERT Coordinator	5.8.3.2	Provide that ALERT information on the Project/Program to the ALERT Coordinator of the NASA Center or other U.S. entity taking responsibility for the Project/Program.
	a	If the ALERT Coordinator of the NASA Center or other U.S. entity accepts the responsibility for coordinating ALERT processing for the Project/Program,
MSFC ALERT Coordinator	(1)	Proceed to terminate ALERT processing, as described in 5.8.5 (below).
	b	If the ALERT Coordinator of the NASA Center or other U.S. entity refuses to take responsibility for coordinating ALERT processing for the Project/Program,
MSFC ALERT Coordinator	(1)	Seek to coordinate resolution of the issue among the MSFC Project/ Program, the receiving Center or entity, NASA Headquarters, and/or the GIDEP organization, as necessary.
MSFC ALERT Coordinator	(2)	If the issue is resolved so that transfer of ALERT processing is accepted, proceed to terminate ALERT processing, as described in 5.8.5 (below).
MSFC ALERT Coordinator	(3)	If the issue is not resolved, inform the requestor of the reason for the rejection.
	5.8.4	If the termination is based on some other rationale:
MSFC ALERT Coordinator	5.8.4.1	Compare that rationale to requirements of NPR 8735.1.
MSFC ALERT Coordinator	a.	If the justification is a valid rationale for terminating Project/Program ALERT processing, proceed to terminate ALERT processing, as described in 5.8.5 (below).
	b.	If the rationale is not clearly addressed in NPR 8735.1, then
MSFC ALERT Coordinator	(1)	Work with the Program/Project, MSFC S&MA, and/or the

Marshall Work Instruction		
QD01		
MSFC ALERT Processing	MWI 1280.5	Revision: K
	<b>Date: January 10, 2014</b>	Page 22 of 53

Actionee	Section	Perform all actions
		Headquarters NASA ALERT Coordinator to come to a mutually-accepted resolution of the issue.
MSFC ALERT Coordinator	(2)	If the decision is to terminate Project/Program ALERT processing, proceed to terminate ALERT processing, as described in 5.8.5 (below).
MSFC ALERT Coordinator	(3)	If the decision is to not allow Project/Program ALERT termination, inform the requestor of the reason for the rejection.
	5.8.5	Once the termination of Project/Program ALERT processing has been approved,
MSFC ALERT Coordinator	5.8.5.1	Deactivate ALERT processing for the involved Program/Project.
MSFC ALERT Coordinator	5.8.5.2	Perform a blanket closure of any ALERTs still open against the Project/Program involved.
MSFC ALERT Coordinator	5.8.5.3	Inform the Project/Program Manager, the requestor, and the Organization Actionees of termination of ALERT processing for the involved Project/Program.
MSFC ALERT Coordinator	5.8.5.4	Store documentation justifying termination of the Organization's ALERT processing.

Marshall Work Instruction		
QD01		
MSFC ALERT Processing MWI 1280.5 Revision: K		
	<b>Date: January 10, 2014</b>	Page 23 of 53

### 6. CANCELLATION

MWI 1280.5J, "MSFC ALERT Processing," dated June 8, 2011.

Original signed by

Patrick E. Scheuermann Director

Marshall Work Instruction		
QD01		
MSFC ALERT Processing MWI 1280.5 Revision: K		
	<b>Date: January 10, 2014</b>	Page 24 of 53

# Appendix A Definitions

All acronyms and abbreviations used in this document are recorded and translated in Appendix B, Acronyms. Specific definitions relative to this instruction are as follows:

<u>Actionable Data</u>. Information provided in a standard ALERT-type document having sufficient detail, clarity, and specificity to be reasonably evaluated by the ALERT evaluator respondents.

<u>ALERT</u>. A standardized report prepared by a GIDEP participant for the identification and notification of actual or potential problems on nonconforming parts, components, materials, manufacturing processes, test equipment, construction materials, office equipment, chemicals, or computer software. Within this document, the term ALERT is expanded beyond its formal GIDEP definition to include any ALERT-type notification as defined in Section A.3.

ALERT-Type Notification. A general term for any product notification comparable to GIDEP ALERTs sent out with an MSFC ALERT identification number for evaluation and impact. Included are GIDEP ALERTs (ALs), GIDEP Problem Advisories (PAs), GIDEP Safe ALERTs (SAs), GIDEP Agency Action Notices (AANs), NASA Advisories (NAs), Office of Inspector General (OIG) information requests, NASA Teletype Writer Exchange (TWX) Service or facsimile notifications, and NASA Advance Notifications (ANs) of potential problem situations.

<u>Finding Organization Technical Representative</u>. MSFC person, who identifies a potential situation meeting requirements for initiation of an ALERT, generates a draft ALERT providing information as itemized in Appendix A, provides the draft to the MSFC ALERT Coordinator for review, and reviews technical accuracy of proposed changes.

GIDEP. A cooperative activity between Government and industry participants seeking to reduce or eliminate expenditures of resources by making maximum use of existing information. The program provides a medium to exchange technical information essential during research, design, development, production, and operation phases of the life cycle of systems, facilities, and equipment. GIDEP is managed and funded by the U. S. Government. Among its participating organizations are U. S. Government and hundreds of industrial organizations producing parts, components, and equipment for the Government.

GIDEP Agency Action Notice. A document for distributing problem information issued by a Government agency to GIDEP participants.

<u>Information Only</u>. Information is only an augmentation of a previous notification, not of a critical nature, not expected to affect a vendor's operation, and NOT requiring a response from actionees unless an impact requires remedial or corrective action.

<u>Lead</u>. MSFC-related organization, Office, Directorate or Project individual having ultimate responsibility for specifying or implementing activities/requirements/processes within that

Marshall Work Instruction			
QD01			
MSFC ALERT Processing	MWI 1280.5	Revision: K	
	Date: January 10, 2014	Page 25 of 53	

organization/Office/Directorate/Project; typical titles include Office Manager, Directorate Director, Project Manager.

MSFC ALERT Coordinator. NASA civil servant nominated by the MSFC Safety and Mission Assurance (S&MA) Director, approved by the NASA ALERT Coordinator, and appointed by the Center Director to coordinate ALERT and ALERT-type document processing for MSFC, to be the official MSFC interface with GIDEP and other NASA Centers regarding ALERTs, and to approve release of a Marshall-initiated ALERT-type document, the GIDEP annual utilization report, and pre-launch ALERT screening decision-making, or their designated representative. The designated Alternate MSFC ALERT Coordinator, who may be a non-civil servant employee, goes through the same nomination and approval cycle and has comparable responsibilities, except cannot represent NASA if not a civil servant.

<u>NASA Advisory</u>. A NASA document for exchanging significant parts, materials, and safety problems or concerns among NASA activities.

Organization ALERT Actionee(s). Person(s) designated by the organization's lead (Directorate lead, Project Manager, etc.) to coordinate ALERT and ALERT-type document processing by the MSFC organizational unit. They include an evaluator who reviews the ALERT for applicability and offers counter-measures for impacts, a reviewer who reviews both of those inputs for accuracy, an impact reviewer who reviews the adequacy of counter-measures for impacted ALERTs, and perhaps an organization ALERT coordinator who monitors status of ALERT responses within the organization and prompts for timely response.

<u>PA</u>. (1) Preliminary information on a suspected problem; or (2) A Government-Industry Data Exchange Program document reporting a problem with parts, components, materials, manufacturing processes, specifications, software, facilities, or test equipment having an unknown or low probability of causing problems for other users.

<u>Procurement Quality Assurance</u>. A group within the Quality Assurance Branch of the Safety and Mission Assurance Directorate charged with reviewing procurement of quality-sensitive items, including coordination of resolution of any ALERT-type document impacts against them.

<u>SA</u>. A notice of defective or non-conforming items, products, or conditions that create a safety hazard for personnel or equipment.

<u>Safety Critical Item</u>. A part, assembly, installation equipment, launch equipment, ground support equipment, recovery equipment, or support equipment for an aircraft, launch vehicle, space vehicle, or facility if the part, equipment, or assembly contains a characteristic whose failure, malfunction, or absence could cause a catastrophic or safety-critical failure resulting in the loss of or serious damage to the craft/vehicle, facility, loss of mission, an unacceptable risk of personal injury, or loss of life.

Marshall Work Instruction		
QD01		
MSFC ALERT Processing MWI 1280.5 Revision: K		
	<b>Date: January 10, 2014</b>	Page 26 of 53

<u>Safety and Mission Assurance (S&MA) Project Representative</u>. Individual, team or branch S&MA person assigned with coordinating, leading and/or performing safety-related tasks for a specific project.

Marshall Work Instruction		
QD01		
MSFC ALERT Processing MWI 1280.5 Revision: K		
	<b>Date: January 10, 2014</b>	Page 27 of 53

#### Appendix B Acronyms

AAN Agency Action Notice ABPL As-Built Parts List" ADPL As-Designed Parts List

AL ALERT

ALERT Acute Launch Emergency Restraint Tip

AN Advance Notification

CAGE Code Commercial and Government Entity identification

CAITS Center-wide Action Item Tracking System

CD compact disk CIL Critical Items List

COTS Commercial Off-the-Shelf CSO Chief Safety Officer

DCB Documentation Control Board

DD-MMM-YY Date format having 2 digits for day of month, 3 characters for month, and 2

digits for year (e.g., 21-JUN-11 for June 21, 2011)

DE Design and Development Engineering

DLA Defense Logistics Agency

DMSMS Diminishing Manufacturing Sources and Material Shortages

DRD Data Requirement Document

E-mail electronic mail

EEE Electrical, Electronic, and Electromechanical

FAX facsimile

FED Failure Experience Data

FMEA Failure Mode and Effects Analysis

FRR Flight Readiness Review FSC Federal Stock Class

GIDEP Government-Industry Data Exchange Program

HQ Headquarters

ISO International Organization for Standardization

ITA Independent Technical Authority
MAF Michoud Assembly Facility

MFR manufacturer

MMI Marshall Management Instruction
MMT Mission Management Team

MPR Marshall Procedural Requirements

MSFC George C. Marshall Space Flight Center

MWI Marshall Work Instruction

NA NASA Advisory

NASA National Aeronautics and Space Administration

NPD NASA Policy Directive

NPR NASA Procedural Requirements

NSN National Stock Number

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Marshall Work Instruction		
QD01		
MSFC ALERT Processing	MWI 1280.5	Revision: K
	<b>Date: January 10, 2014</b>	Page 28 of 53

OIG Office of Inspector General OPR Office of Primary Responsibility

Ops operations

PA Problem Advisory POC Point of Contact

PRCB Program Requirements Control Board R Redundant (as in Criticality 1R and 1SR)

REDAA Requirements Flow-down and S&MA Engineering Design Audit and

Assessment

RM Reliability and Maintainability

S Safety Monitoring (as in Criticality 1S and 1SR)

S&MA Safety and Mission Assurance

SA Safe ALERT

SCD Source Control Drawing
SEM Scanning Electron Microscope
STA Safety Technical Authority

STD Standard

TWX Teletype Writer Exchange URL Uniform Resource Locator US United States of America

YY-WW Date format with 2 lowest digits of year and 2 digits for week of the year (e.g.,

12-20 for 20th week in 2012)

YYYY-NNN 4-digit year and 3-digit sequential number identifier (e.g., 2011-001 for 1st

document issued in 2011)

Marshall Work Instruction		
QD01		
MSFC ALERT Processing MWI 1280.5 Revision: K		
	<b>Date: January 10, 2014</b>	Page 29 of 53

Appendix C (Reserved for Verification Matrix)

Marshall Work Instruction		
QD01		
MSFC ALERT Processing MWI 1280.5 Revision: K		
	<b>Date: January 10, 2014</b>	Page 30 of 53

### Appendix D Records

D.1 In keeping with MPR 1440.2, the following records are kept and maintained by the S&MA Directorate MSFC ALERT Coordinator:

Record	<u>Repository</u>	Period of Time
D.1.1 MSFC	QD:	NPR 1441.1
ALERT	Designated MSFC S&MA	
Notification,	ALERT Coordinator -	8/107
Tracking, and	Maintained Electronically on	Destroy/delete 7 years after program/project
Response Database (Electronic)	MSFC server.	termination.
QD: Office of		
Primary		
Responsibility		
(OPR)		
D.1.2 MSFC	QD:	NPR 1441.1
ALERT Responses	Designated MSFC S&MA	
(hard copy, if any)	ALERT Coordinator -	If impacted:
	Maintained manually in hard	5/28
QD: OPR	copy files.	Destroy 10 years after end of the project.
		TC ·
		If no impact:
		8/107
		Destroy/delete 7 years after program/project termination.
		termination.

D.2 Training records are maintained as defined in MPR 3410.1, Sections 4.1.3 and 4.1.3.1.

Marshall Work Instruction				
	QD01			
MSFC ALERT Processing	MWI 1280.5	Revision: K		
	Date: January 10, 2014	Page 31 of 53		

# Appendix E.1 GIDEP Form 97-1 and Instructions

GOVERNMENT - INDUSTRY DATA EXCHANGE PROGRAM  ALERT				
TITLE (Class, Function, Type, etc.)		2. DOCUMENT NUM	BER	
		3. DATE (DD-MMM-Y	7)	
4. MANUFACTURER AND ADDRESS	5. PART NUMBER	6. NATIONAL STOCE	KNUMBER	
	7. SPECIFICATION	8. GOVERNMENT PA	ART NUMBER	
	9. LOT DATE CODE START	10. LOT DATE CODE	END	
11. MANUFACTURER'S POINT OF CONTACT	12. CAGE	13. MANUFACTURE	R'S FAX	
14. MFR. POC PHONE	15. MANUFACTURER'S E-MAIL	•		
16. SUPPLIER	17. SUPPLIER ADDRESS		18. SUPPLIER CAGE	
20. ACTION TAKEN/PLANNED				
21. DATE MFR. NOTIFIEDV 22. MFR./SUPPLIER RESPONSUPPLIER NOTIFIED REPLY ATTACHED NO REPLY	NSE 23. ORIGINATOR ADDRESS/P	OINT OF CONTACT		
24. GIDEP REPRESENTATIVE	25. SIGNATURE		26. DATE	

Marshall Work Instruction			
	QD01		
MSFC ALERT Processing	MWI 1280.5	Revision: K	
	<b>Date: January 10, 2014</b>	Page 32 of 53	

#### INSTRUCTIONS FOR COMPLETING ALERT/SAFE-ALERT/PROBLEM ADVISORY FORMS (GIDEP Forms 97-1 and 97-2)

BLOCK NO. INSTRUCTION

#### 1. TITLE (Class, Function, Type, etc.)

Enter the class, function, type, etc., of the item, part, component, material, chemical, software, specification or process which is non-conforming. (You may use DLA Handbook H2/H6 for guidance or contact the GIDEP Operations Center for assistance.)

#### 2. DOCUMENT NUMBER

Leave Blank. The GIDEP Operations Center will enter the ALERT/SAFE-ALERT/Problem Advisory number. The document number is composed of your participant code (See Roster); a dash; the letter 'A' for ALERT, 'S' for SAFE-ALERT; or 'P' for Problem Advisory followed by a dash; the government fiscal year (October to September); a dash; and your next sequence number. If you are amending the report, the GIDEP Operations Center will add a letter starting with 'A', in ascending order.

Examples: S3-A-94-01 WR-S-94-03A F3-P-97-01

#### 3. DATE

Leave Blank. The GIDEP Operations Center will enter the date that the report is prepared. Date format is DD-MMM-YY.

Example: 20-AUG-96

#### 4. MANUFACTURER

Enter the name of the manufacturer (of the item or service described in block 19, including the address. If more than one manufacturer or distributor is being cited, submit a separate report for each manufacturer. If a specification is the cause of the non-conformance, cite the cognizant authority that issued the specification.

#### 5. PART NUMBER

Enter the part number of the original manufacturer or the value added manufacturer, depending on the origin of the non-conformance or defect.

#### 6. NATIONAL STOCK NUMBER

Enter the government's National Stock Number(s) (NSN) for the parts. If unknown, enter the Federal Stock Class (FSC). Use DLA Handbook H2/H6 or CD-FICHE if available. The GIDEP Operations Center will review NSN's that may match part numbers identified in the report.

#### 7. SPECIFICATION

Enter the procurement specification number to which the item was acquired or manufactured. For Commercial Off-The-Shelf (COTS) items, the referred-to specification must have previously been published. If the specification caused the non-conformance, indicate the responsible agency or activity in Block 4.

Marshall Work Instruction				
	QD01			
MSFC ALERT Processing	MWI 1280.5	Revision: K		
	<b>Date: January 10, 2014</b>	Page 33 of 53		

#### 8. GOVERNMENT PART NUMBER

Enter the government part number(s) or government drawing number(s) described in Block 1.

#### 9. LOT DATE CODE START

Enter the beginning lot date code when the manufacturer suspected non-conforming items began to be manufactured. Serial numbers and lot numbers should be included in the Block 19 discussion, if applicable. The date format will normally be YYWW where Y is the year and W is the week.

#### 10. LOT DATE CODE END

Enter the latest lot date code identified with the reported non-conformance.

#### 11. MANUFACTURER'S POINT OF CONTACT (POC)

Enter the name of the point of contact (POC) at the manufacturer's plant that should be contacted for information.

#### CAGE

Enter the CAGE (Commercial and Government Entity) Code for the company location where the parts were manufactured (see DLA Handbook H4/H8).

If the CAGE Code is unknown or doesn't exist, enter NONE. The Operations Center will verify the submitted CAGE Code, if any.

#### MFR. FAX

Enter the phone number of the manufacturer's POC facsimile (FAX) machine.

#### 14. MFR. POC PHONE

Enter the phone number of the manufacturer's POC (current as of date of document)

#### 15. MFR. E-MAIL

Enter the e-mail address of the manufacturer's POC (current as of date of document)

#### 16. SUPPLIER

Enter "Not Available". Reserved for Suspect Counterfeit reports.

#### 17. SUPPLIER ADDRESS

Enter "Not Available". Reserved for Suspect Counterfeit reports.

#### 18. SUPPLIER CAGE

Enter "Not Available". Reserved for Suspect Counterfeit reports.

#### 19. PROBLEM DESCRIPTION/DISCUSSION/EFFECT

Describe as accurately and concisely, as possible, the types of item(s) involved, number of items manufactured or involved, number of items tested, number of items non-conforming or failed, failure mode exhibited and cause of failure based upon your failure analysis. Provide any detailed information that may help GIDEP users determine if similar conditions may exist at the plant or activity. Attach any documentation including test reports, failure analysis, Scanning Electron Microscope (SEM) reports, field reports, photographs, etc. Include all correspondence with the manufacturer, distributor and other participants that may help to resolve the problem. If the originator is aware of a previously published FED on the same general problem, the document number(s) should be referenced in this block. Note! The manufacturer's or supplier's analysis of the problem, non-conformance, defect or safety condition cited does not have to agree with the originator's technical review. If the specification is the cause of the problem, describe the difficulty encountered when using the document. ALERTs/SAFE-ALERTs/Problem Advisories being

Marshall Work Instruction				
QD01				
MSFC ALERT Processing	MWI 1280.5	Revision: K		
	<b>Date: January 10, 2014</b>	Page 34 of 53		

reissued to provide supplemental information or the manufacturer's response or information received from another source (participant) will contain the statement, "ALERT (or, SAFE-ALERT/Problem Advisory) IS AMENDED TO INCLUDE (state reason)". SAFE-ALERTs issued concurrently with letter of notification to the manufacturer, will contain the statement, "SAFE-ALERT IS ISSUED CONCURRENTLY WITH NOTIFICATION TO THE MANUFACTURER."

#### 20. ACTION TAKEN/PLANNED

Describe actions your organization or the manufacturer is taking, or plans to take, to resolve the problem and prevent recurrence of the non-conformance, defect, or problem. Do not include statements such as "Manufacturer not recommended as a source". Do not make recommendations for actions that GIDEP participants should take regarding the issue.

#### 21. DATE MFR. NOTIFIED/SUPPLIER NOTIFIED

Enter the date of your letter of notification to the manufacturer. The date entered shall correspond to the latest copy of the notification provided to the Operations Center with the report.

#### 22. MFR./SUPPLIER RESPONSE

Check the appropriate block. You must attach all of the manufacturer's response (without modification or abridgement) if the block - REPLY ATTACHED is marked (even if it disagrees with your findings).

#### 23. ORIGINATOR ADDRESS/POINT OF CONTACT

Enter the name of the person from the organization originating the report that GIDEP users may contact for additional information. Be sure to include the organization, address, and telephone number/e-mail address.

#### 24. GIDEP REPRESENTATIVE

Enter the name of the GIDEP Representative - the Representative must be the one listed in the GIDEP Roster of Representatives. If the report is being issued by an organization not currently a participant in GIDEP, enter the name of the executive manager authorized to issue such reports.

#### 25. SIGNATURE

Sign the ALERT, SAFE-ALERT, or Problem Advisory prior to forwarding the report to GIDEP. If the report is being submitted electronically, the submitter's authenticity will be verified by the Operations Center. The signature must match the name in block 24 and the registered GIDEP Representative in the Roster of Representatives.

#### 26. DATE

Enter the date when the report is signed or, if electronically submitted, the date transmitted to GIDEP.

Marshall Work Instruction			
	QD01		
MSFC ALERT Processing	MWI 1280.5	Revision: K	
	Date: January 10, 2014	Page 35 of 53	

# Appendix E.2 MSFC Form 4627 MSFC NASA Advisory Form

SUBJECT:		2. MANUFACTURER (WITH A	ADDRESS):		
		,	,		Page 1 of 2
PROCUREMENT SPEC:	4. CAGE	CODE:		DATE	ISSUED:
PART/MATERIAL NUMBER:	6. SERIAL NUMB	BER/LOT DATE CODE:	7. FSC CODE:		
REFERENCE:					
	GENER	AL INFORMATION			
This is a NASA Advisory issued in accor Materials, and Safety Problem Data Utili processing and actions required to be co	zing NASA Advisories and th	ne Government-Industry Data Ex	change Program." F	or inform	nation concerning
projects as early as possible. A NASA Ac					
products may be preferred. This informa be communicated by other NASA docum liability resulting from any distribution or	tion may be altered, revised nents. Neither NASA, nor the	or rescinded by subsequent develonited States government, nor	elopments or additio	onal tests	s; these changes cou ehalf, assumes any
products may be preferred. This informa be communicated by other NASA docum liability resulting from any distribution or 0. PROBLEM DESCRIPTION:	tion may be altered, revised nents. Neither NASA, nor the	or rescinded by subsequent develonited States government, nor	elopments or additio	onal tests	s; these changes cou
products may be preferred. This informatibe communicated by other NASA documents.	tion may be altered, revised nents. Neither NASA, nor the	or rescinded by subsequent development, nor	elopments or additio any person acting or	Descript	s; these changes cou ehalf, assumes any

Marshall Work Instruction				
	QD01			
MSFC ALERT Processing	MWI 1280.5	Revision: K		
	Date: January 10, 2014	Page 36 of 53		

# MARSHALL SPACE FLIGHT CENTER NASA ADVISORY FORM (Continued)

NASA ADVISORY NUMBER:		
NA-MSFC-XXXX-XXX		Page 2 of 2
10 A. PROBLEM DESCRIPTION (	Continued):	
11 A. ACTION TAKEN (Continued)	i:	

MSFC Form 4627 (September 2013)

Previous Versions Obsolete

Marshall Work Instruction			
QD01			
MSFC ALERT Processing MWI 1280.5 Revision: K			
	<b>Date: January 10, 2014</b>	Page 37 of 53	

# Appendix F MSFC ALERT Problem Summary Chart – Typical with Explanation

MSFC Safety And Mission Assurance Directorate

# MSFC ALERT Problem Summary

MSFC Issue Date (Beginning): 10/1/2008 MSFC Issue Date (Ending): 10/31/2008

There are 2 matching records.

MSFC#	GIDEP #	Issue Date	MFG	Title	Part #	Lot#
8047	F3-S-09-01	10/02/2008	WALTER G. LEGGE	WRISTATS, ESD, NON-FUNCTIONAL	2600-6FT- 270K	N/A

Problem Description: A TECHNICIAN WAS TESTING INDIVIDUAL WRISTATS WITH 270 K OHM RESISTORS FROM AN ORDER RECEIVED FROM LEGGE CO. AND DETERMINED THAT 18 OF 24 WRISTATS (2600-6 FT-270K RESISTOR) WERE NOT CONDUCTIVE. THE PURPOSE OF THE WRISTATS IS TO GROUND OPERATORS WHILE THEY ARE HAND-LING MATERIALS REQUIRING ELECTROSTATIC SAFEGUARDING, BECAUSE THEY ARE KNOWN TO BE SENSITIVE TO ELECTRO-STATIC DISCHARGE EFFECTS.

SEE 0820 8048 D5M-P-09-01 10/08/2008 POWER CONNECTOR NON COMPLIANT GROUP A TESTING PROBLEM THROUGH INC. DESCRIPTION 0837

Problem Description: GROUP A INSPECTION "IMMERSION" PROCESS PER MIL-DTL-55181E PER SHEET 19 PARAGRAPH 4.9.16 WAS NOT PERFORMED ON THE FOLLOWING PART NUMBERS IN THE PERIOD BETWEEN MAY 12, 2008 AND SEPTEMBER 12, 2008: M55181/1-XX; M55181/2-01; M55181/3-XX; M55181/4-01; M55181/5-XX; M55181/7-XX; M55181/8-01

Request Access | Request IT Support | Author | Curator - Teresa Colgan | Owner - Roy Malone MSFC Safety Reporting System | Privacy Policy and Important Notices

Marshall Work Instruction			
QD01			
MSFC ALERT Processing MWI 1280.5 Revision: K			
Date: January 10, 2014			

# Explanation of MSFC ALERT Problem Summary Chart

**ISSUE DATE** Official Date of MSFC ALERT Distribution.

GIDEP # GIDEP or other document unique identifier, usually from a

source external system that includes a trailing sequential alphabetic character if this is an update to a previously-

distributed report.

MSFC # MSFC-unique sequential identification number for the

ALERT that includes a trailing sequential alphabetic character if this is an update to a previously-distributed

report.

MFG Hardware manufacturer name and address for

manufacturer/supplier of discrepant component involved in

ALERT.

**TITLE** Name of the faulty component (by class, function, and

type) usually taken from the TITLE field of the GIDEP

report.

**PART** # Manufacturer part number, national stock number,

specification number and/or base part usually taken from

fields 5 through 8 of GIDEP ALERT Form 97-1.

**LOT** # Manufacturer serial or lot number(s) suspected to be

involved, usually taken from fields 9 through 10 of GIDEP

ALERT Form 97-1.

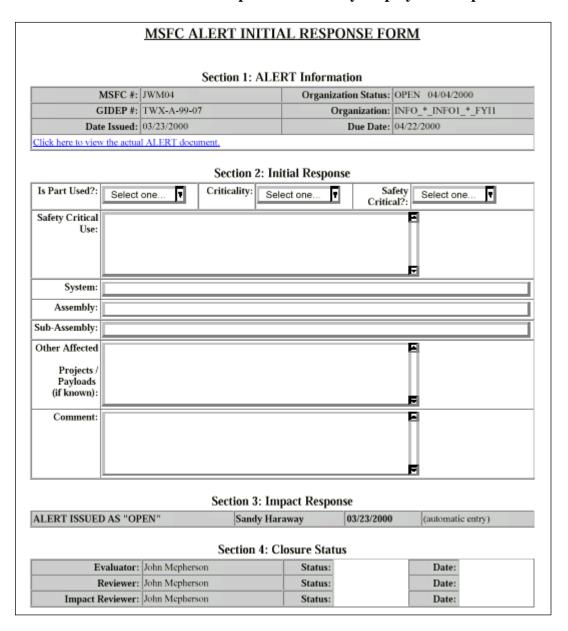
**PROBLEM DESCRIPTION** Basic statement of the problem usually extracted from field

19 of GIDEP ALERT Form 97-1.

Marshall Work Instruction		
QD01		
MSFC ALERT Processing MWI 1280.5 Revision: K		
	<b>Date: January 10, 2014</b>	Page 39 of 53

# Appendix G

# MSFC ALERT Evaluation/Response Data Entry Display with Explanation



Marshall Work Instruction		
QD01		
MSFC ALERT Processing MWI 1280.5 Revision: K		
	<b>Date: January 10, 2014</b>	Page 40 of 53

# Explanation of MSFC ALERT Evaluation/Response Form

- 1. The Organization ALERT Evaluator submits an **individual** *MSFC ALERT Evaluation/Response Form* for **each** ALERT, which involves hardware used within the organization's scope of responsibility.
- 1.1 An initial response (i.e., with the "Corrective Action/Rationale for Closure" perhaps not yet determined) to the MSFC ALERT Coordinator is submitted within 30 calendar days of MSFC Distribution Date under normal circumstances or before launch if involved in the mission during launch-imminent mode.
- 1.2 A full response (i.e., all fields completed) to the MSFC ALERT Coordinator is submitted within 30 calendar days of MSFC Distribution Date (i.e., 1 month) under normal circumstances or before launch, if required (during launch-imminent mode).
- 2. The Organization ALERT Evaluator fills in the organization name or code in the "FROM" blank.
- 3. The Organization ALERT Evaluator fills in the GIDEP Number, MSFC Reference Number, and MSFC Transmittal Date (as shown on the *MSFC ALERT Problem Summary Chart*) for the impacted ALERT in the "SUBJECT" blanks.
- 4. If the Organization ALERT Evaluator is for a Program or Project and especially if there is a subcontractor involved, then the top portion of the memo body (i.e., "THIS RESPONSE AREA FOR PROGRAM/PROJECT USE") is used.
- 4.1 If not a Program or Project, the bottom portion of the memo body (i.e., "THIS RESPONSE AREA FOR DIRECTORATE/OFFICE USE") is used.
- 4.2 Note that the two areas are identical except for the "Contractor Response Date" field, which only appears on the PROGRAM/PROJECT portion and the list of projects/payloads/experiments affected by this ALERT in the DIRECTORATE/OFFICE USE section.
- 5. If response was generated by a support contract for input by the Organization ALERT Evaluator, the Organization ALERT Evaluator enters the date of receipt of that information in the "Contractor Response Date" data field.
- 6. Since the part IS used, an X is entered to the left of the "YES" block for "Part is used:."
- 6.1 If the answer is NO, then completion of the remainder of this form is not necessary.
- 7. If this is a Directorate/Office submittal, then the submitter indicates in the designated data field any and all possible organizations, projects, payloads, experiments, or any other known

Marshall Work Instruction			
QD01			
MSFC ALERT Processing MWI 1280.5 Revision: K			
Date: January 10, 2014 Page 41 of 53			

organization/entity supported by the Directorate or Office which could have adverse effects from occurrence of the problem documented in the ALERT.

- 8. The Organization ALERT Evaluator marks an **X** before the evaluated response to "Criticality?" to indicate the criticality of the hardware's application in the organization.
- 8.1 This is based on an approved Failure Mode Effects Analysis (FMEA)/Critical Items List (CIL), if available, or direct evaluation of the definition. Criticality is defined as follows:

<u>CRITICALITY</u>	<u>DEFINITION</u>
1	Single failure point that could result in loss of vehicle or loss of flight or ground personnel.
1R	1 Redundant; Redundant items, all of which if failed, could result in loss of vehicle or loss of flight or ground personnel.
1S	1 Safety-Monitoring; A single failure point of the system component designed to provide safety or protection capability against a potentially-hazardous condition or event or a single failure point in a safety or hazard monitoring system that causes the system to fail to detect, or operate when needed during the existence of a hazardous condition that could lead to loss of flight or ground personnel or vehicle (e.g., fire suppression, medical hardware).
1SR	1 Safety-Monitoring Redundant; Redundant components designed to provide safety or protection capability against a potentially-hazardous condition or event, all of which if failed could cause the system to fail to detect, or operate when needed during the existence of a hazardous condition that could lead to loss of flight or ground personnel or vehicle; OR redundant components within a safety or hazard monitoring system, all of which if failed could cause the system to fail to detect, or operate when needed during the existence of a hazardous condition that could lead to loss of flight or ground personnel or vehicle.
2	Single failure point that could result in loss of critical mission support capability.
2R	2 Redundant; Redundant items, all of which if failed, could result in loss of critical mission support capability.
3	All others

Marshall Work Instruction			
QD01			
MSFC ALERT Processing MWI 1280.5 Revision: K			
Date: January 10, 2014 Page 42 of 53			

- 9. In response to "Is it Safety Critical?" the submitter marks an **X** before the YES if the Criticality is 1 or 1R or if significant injury, although not life-threatening, could occur from lack of adequate performance of the hardware involved.
- 9.1 If it is not safety critical, the submitter marks an **X** before the NO.
- 10. If YES is marked for the "Safety Critical Use," the submitter explains the severity of possible injury and the failure processes which could result in injury in the "Explain Safety Critical Use:" field.
- 11. For "Where is part used?" the submitter describes the system, assembly, subassembly, and basic use of the entity associated with use of the ALERT component.
- 12. For "Corrective Action/Rationale for Closure:" the submitter describes steps taken to prevent or mitigate possible adverse effects from malfunction of the ALERT item.

NOTE: This data field is NOT needed for the initial response (within 30 calendar days or before launch), but is needed for full closure (within 30 calendar days or before launch).

13. "Signature" and "Date" fields may be signed (for facsimile transmittal) or electronically entered for e-mail. They are automatically filled in by the software each time the form is submitted to the MSFC ALERT Coordinator both for the Initial Response (with or without the "Corrective Action/Rationale for Closure" data) and for the Full Response (including the "Corrective Action/Rationale for Closure").

Marshall Work Instruction			
QD01			
MSFC ALERT Processing MWI 1280.5 Revision: K			
Date: January 10, 2014 Page 43 of 53			

# **APPENDIX H**

# **References**

STD/DE-ABPL, "STD Design and Development Engineering (DE) As-Built Electrical, Electronic, and Electromechanical (EEE) Parts List"

STD/DE-ADPL, "STD DE As-Designed EEE Parts List"

Marshall Work Instruction			
QD01			
MSFC ALERT Processing MWI 1280.5 Revision: K			
Date: January 10, 2014 Page 44 of 53			

# Appendix I PERSONNEL TRAINING AND CERTIFICATION

- I.1 Each Organization ALERT Actionee attends an initial orientation training session provided by the MSFC ALERT Coordinator prior to taking their new role, as specified in Section 5.1.3.1.
- I.2 MSFC ALERT Coordinator attends a GIDEP Workshop or clinic or NASA ALERT training event at least once every 3 years, as specified in 2.1.4d of the GIDEP Operations Manual SO300-BT-PRO-010.

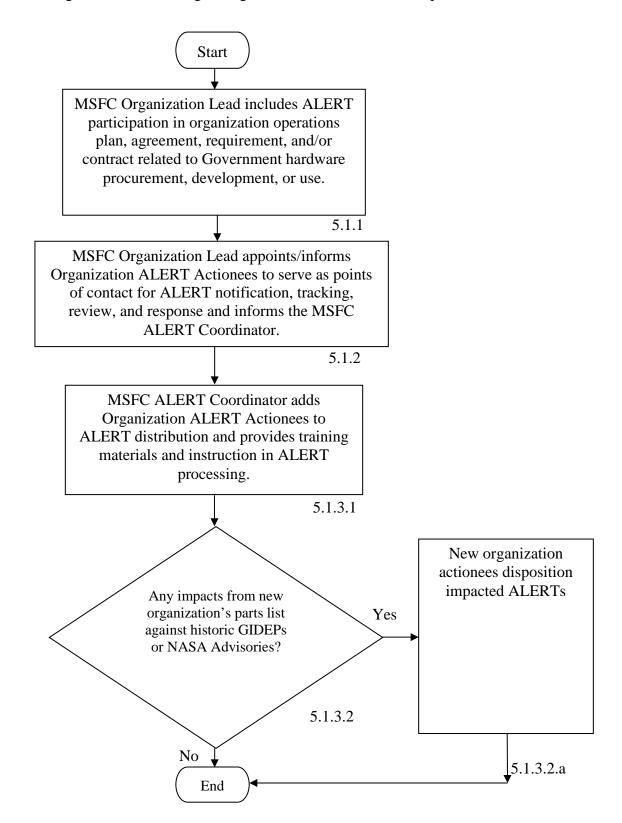
Marshall Work Instruction			
QD01			
MSFC ALERT Processing MWI 1280.5 Revision: K			
	<b>Date: January 10, 2014</b>	Page 45 of 53	

# APPENDIX J FLOW DIAGRAMS

Flow diagrams are provided in the following subsections.

Marshall Work Instruction			
QD01			
MSFC ALERT Processing MWI 1280.5 Revision: K			
Date: January 10, 2014 Page 46 of 53			

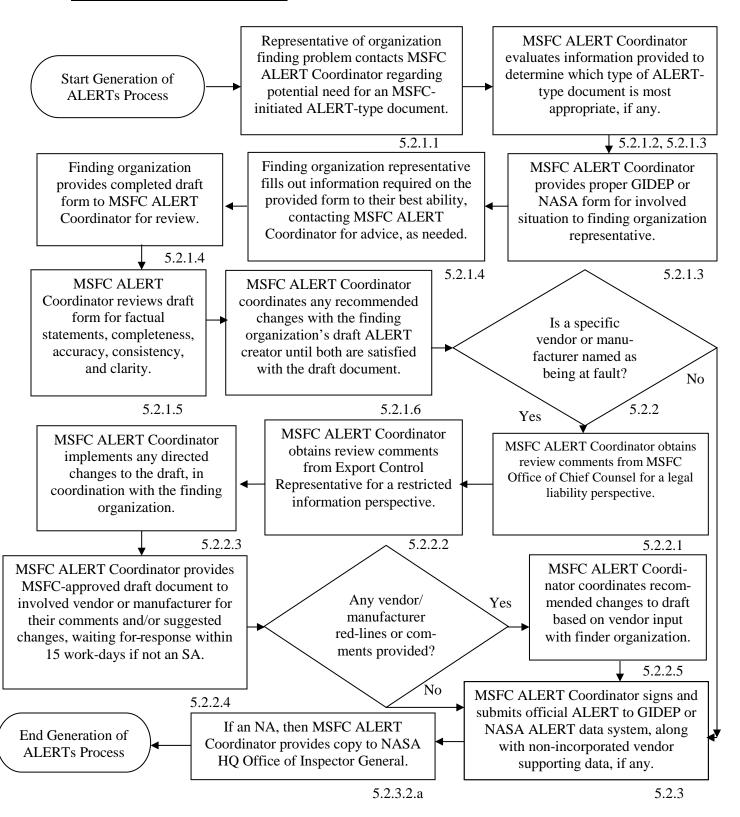
# J.1 Including ALERT Processing in Organization Plans/Contract Requirements Flowchart



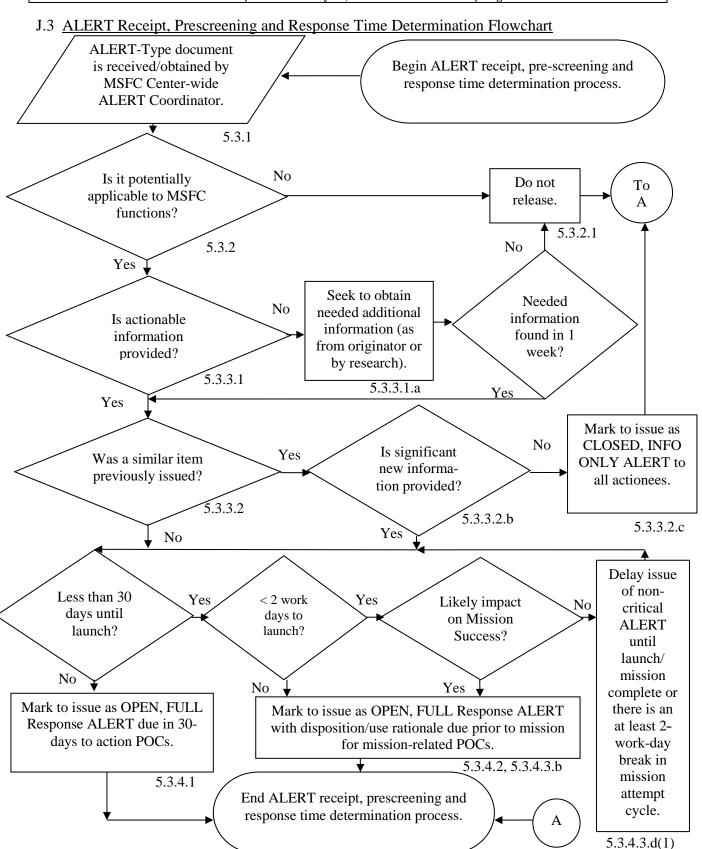
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Marshall Work Instruction		
QD01		
MSFC ALERT Processing	MWI 1280.5	Revision: K
_	Date: January 10, 2014	Page 47 of 53

#### J.2 Generation of ALERTs Flowchart



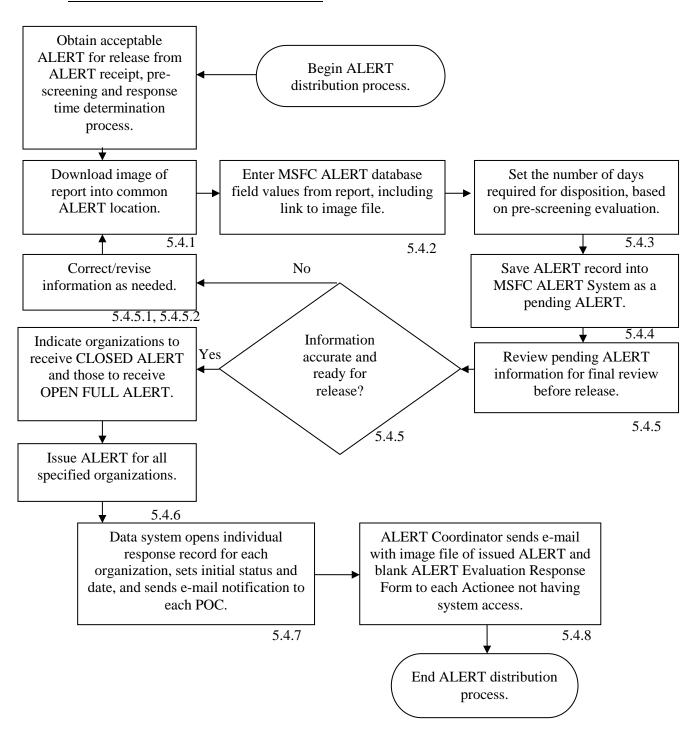
Marshall Work Instruction		
QD01		
MSFC ALERT Processing	MWI 1280.5	Revision: K
	<b>Date: January 10, 2014</b>	Page 48 of 53



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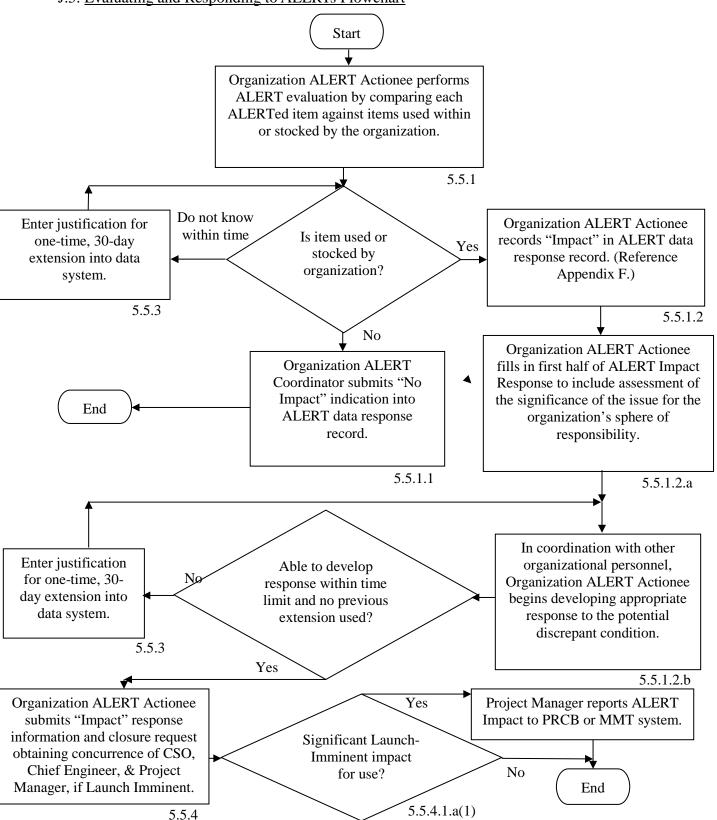
Marshall Work Instruction		
QD01		
MSFC ALERT Processing	MWI 1280.5	Revision: K
	<b>Date: January 10, 2014</b>	Page 49 of 53

#### J.4 ALERT Distribution Process Flowchart



Marshall Work Instruction		
QD01		
MSFC ALERT Processing	MWI 1280.5	Revision: K
	Date: January 10, 2014	Page 50 of 53

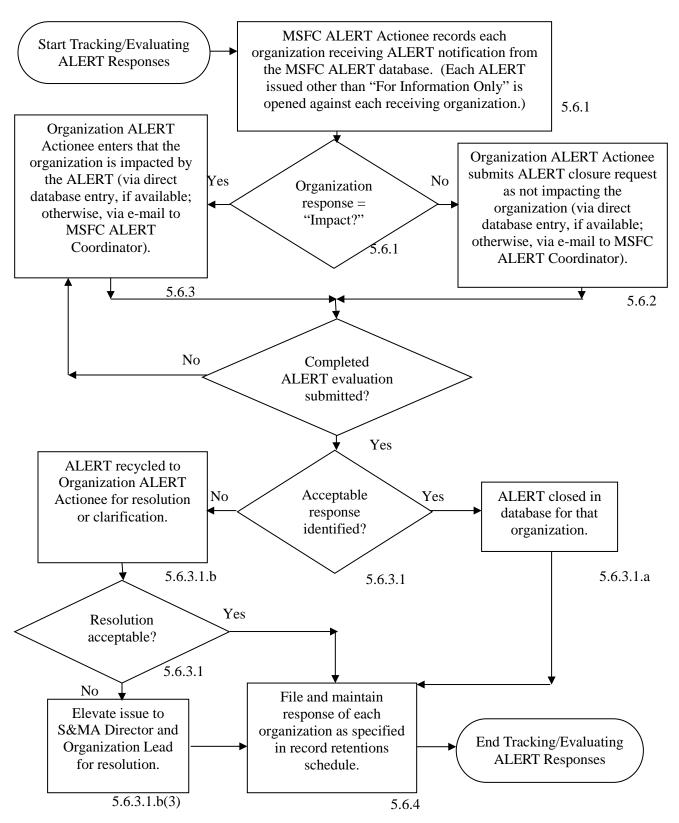
### J.5. Evaluating and Responding to ALERTs Flowchart



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Marshall Work Instruction		
QD01		
MSFC ALERT Processing	MWI 1280.5	Revision: K
	Date: January 10, 2014	Page 51 of 53

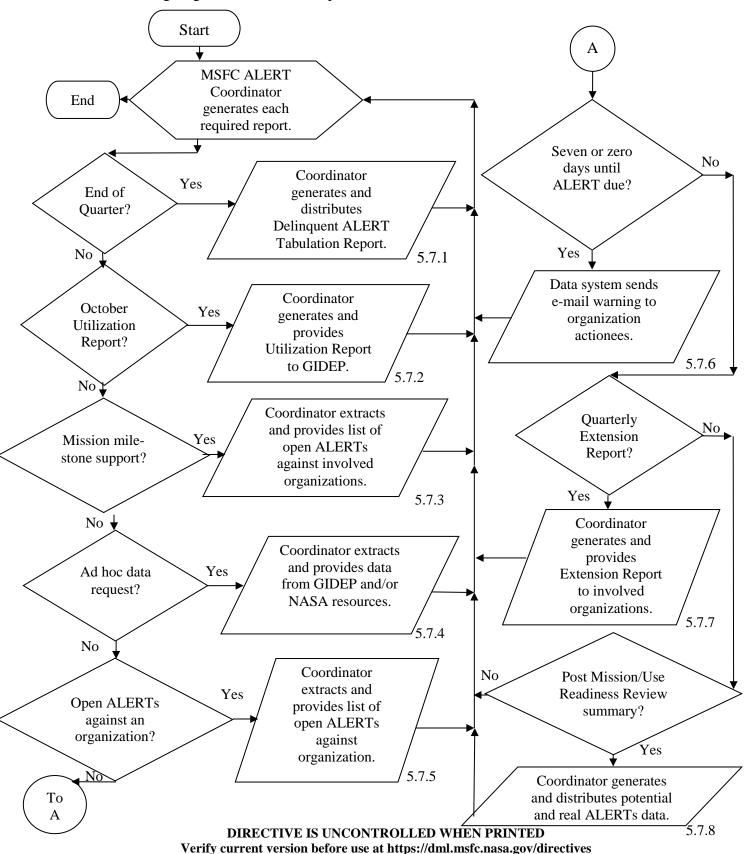
# J.6 <u>Tracking/Evaluating ALERT Responses Flowchart</u>



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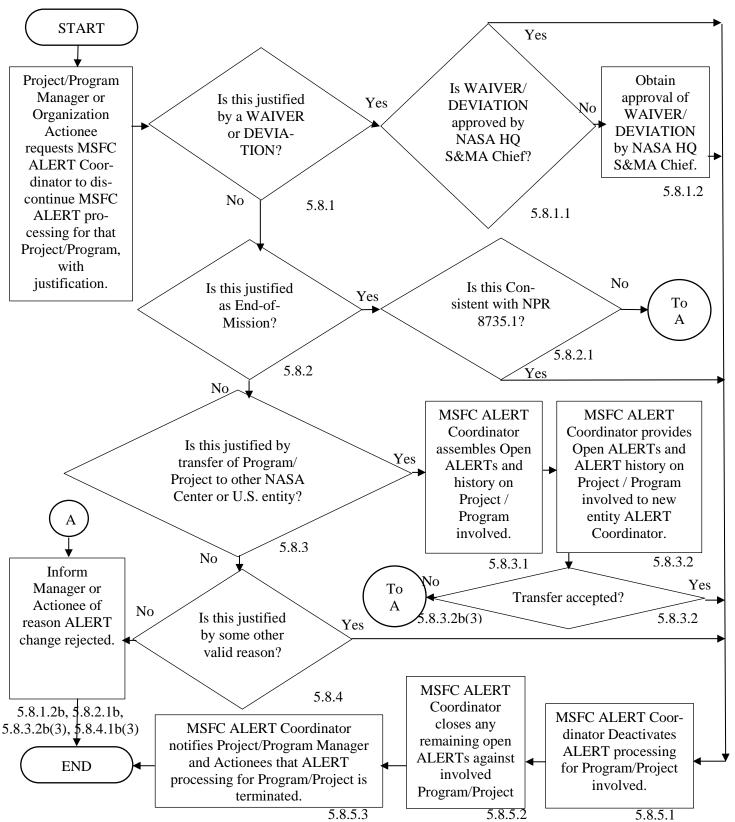
Marshall Work Instruction		
QD01		
MSFC ALERT Processing	MWI 1280.5	Revision: K
	<b>Date: January 10, 2014</b>	Page 52 of 53

# J.7 Generating Regular and Ad Hoc Reports Flowchart



Marshall Work Instruction		
QD01		
MSFC ALERT Processing	MWI 1280.5	Revision: K
	<b>Date: January 10, 2014</b>	Page 53 of 53

### J.8 Terminating a Project or Program from ALERT Processing



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